

Appendix A: Instructions for Preparing an External Magnetic Media Label

Prepare a label similar to the one shown below to identify each CD, magnetic cartridge, or diskette being submitted to DRS. Include the following information on the external label.

- 1. Type of Filing** - Indicate the type of filing as original or replacement.
- 2. Calendar Year** - Include the calendar year for which the file is prepared. Only one year may be reported per file.
- 3. Submitter Name** - Enter the name of the organization submitting this file. The entry should be the same organization recorded on the submitter record (RA record) of the file.
- 4. FEIN** - Enter the nine-digit Federal Employer Identification Number (FEIN) of the organization submitting the file. The FEIN on the label should be the same as the FEIN recorded on the submitter record (RA record) of the file.
- 5. Number of Employers** - Enter the number of employers (RE records) on the file.
- 6. Number of Employees** - Enter the number of employees (RS records) on the file.
- 7. Vol_ of_** - For a multiple volume file, enter the sequence of each and the total number of diskettes for the file. For example, volume 1 of a two volume file would be labeled Vol 1 of 2; volume 2 would be labeled Vol 2 of 2.
- 8. Contact** - Enter the name and phone number of the person to contact about this magnetic media.

Example:

W-2 Wage & Tax Statements	
1. Type of Filing: <input type="checkbox"/> Original <input type="checkbox"/> Replacement	2. Calendar Year:
3. Submitter Name:	
4. FEIN:	5. Number of Employers:
6. Number of Employees:	7. Vol _____ of _____
8. Contact Name:	Contact Number: